

COMOMAGINST 3060.1J
Code N01T
23 Apr 04

COMOMAG INSTRUCTION 3060.1J

Subj: NAVAL RESERVE MOBILE MINE ASSEMBLY UNIT (NR MOMAU)
TRAINING, ADMINISTRATION AND AUGMENTATION

Ref: (a) COMNAVRESFORINST 3501.1K

Encl: (1) NR MOMAU Locations
(2) NR MOMAU Primary Drill Sites
(3) Active MOMAU/MOMAD Augmentation Check List
(4) NR MOMAU Augmentation Check List

1. Purpose To promulgate guidelines for the training, administration, and augmentation of Naval Reserve Mobile Mine Assembly Units (NR MOMAUs). This instruction incorporates a major revision and shall be viewed in its entirety.

2. Cancellation COMOMAGINST 3060.1H.

3. Background Naval Reserve augmentation plays a vital role in the COMOMAG mission. Therefore the ultimate responsibility of each NR MOMAU and active MOMAU/MOMAD CO/OIC to ensure that all training and administrative requirements in this instruction are satisfied. Enclosure (1) lists the geographic locations of all NR MOMAUs.

4. Scope The provisions of this instruction are applicable to COMOMAG, active MOMAU/MOMAD, NR MOMAUs and the Central Drill Site (CDS). Recommend that Mine Warfare Training Center (MWTC) review the information in this instruction.

5. Training Each NR MOMAU CO/OIC should ensure that the training requirements in reference (a) are fulfilled.

a. Central Drill Site (CDS) The CDS is composed of two active duty Mineman instructors, a training mine shop, and a Mobile Training Lab (MTL). The CDS is located at the Naval Reserve Center, NAS Joint Reserve Base, Fort Worth, Texas.

b. Mobilization (MOB) Site Inactive Duty Training Travel (IDTT) Due to geographical considerations, some NR MOMAUs do not perform their quarterly IDTTs at the CDS, but perform them at an active MOMAU/MOMAD which is more conveniently located. In some

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cases, individual reservists will drill each month at their active MOMAU/MOMAD gaining commands. Enclosure (2) lists the assigned active MOMAU gaining commands and CDS locations for each NR MOMAU.

c. Exportable Training In order to maximize training dollars, CDS and/or Mine Warfare Training Center (MWTC) instructors can be scheduled at the local reserve centers to provide classroom lectures on specific mine systems. This exportable training may be used to meet school requirements as directed by reference (a).

d. Annual Training (AT) Each NR MOMAU should make every effort to perform AT at its gaining command. Active MOMAUs are encouraged to train their respective NR MOMAUs during off Mine Readiness Certification Inspection (MRCI) years. The performing of a NR MOMAUs AT at a site other than its gaining command must be approved by COMOMAG (Code N01T). Every other year, the entire unit will augment the gaining command one-week prior to and during the biennial MRCI. Individuals who need to fulfill school requirements prescribed in reference (a) can do so during fiscal years when the MRCI is not held. Preventing conflicts between MRCI and required training (i.e. LTC, Reserve Mineman course etc) is the responsibility of the NR MOMAU CO/OICS. Should a conflict arise, those situations will be handled on a case by case basis.

e. Billet Control Numbers (BCNs) Any NR MOMAU or service member submitting an application to perform AT or IDTT at any of the active MOMAU/MOMAD gaining commands must have a COMOMAG BCN. This would include both the NR MOMAU and/or group applications. For ATs, each individual submitting an AT application will have a separate BCN. For IDTT applications, the entire unit will be assigned a single BCN. Only the unit CO/OIC/XO are authorized to obtain BCNs. COs/OICs/XOs will contact COMOMAG (Code N01T) to verify a time period for training. Upon verification of the training period, the CO/OIC/XO will be issued a BCN to be entered on the unit's/individual(s) Naval Order Writing System (NOWS) application. Any changes to orders or applications must also be reverified by COMOMAG and given a new BCN to be submitted with the order modification.

f. Additional Training Period ATPs must be requested through COMOMAG (N01T) with justification, and will be forwarded to COMINWARCOM with recommendation for approval or disapproval.

g. Quarterly Training Cycle NR MOMAU training operates on a quarterly training cycle. Reservists drill one weekend a month on a rotating basis as follows:

(1) Hands-on mine system training at CDS or equivalent active MOMAU IDTT Drill Site (as indicated in enclosure (2)).

(2) Mobile Training Lab (MTL) hands-on mine system training at the local reserve center or other exportable training provided by either CDS or MWTC instructors.

(3) Miscellaneous training at local reserve center.

h. Equivalent Training Letter The active MOMAU/MOMAD CO/OIC may determine that an individual's experience satisfies specific training requirements on an Individual Training Plan (ITP), even though the individual has not specifically performed the required task (i.e., school requirement, etc.). The active MOMAU CO/OIC can waive this training requirement by stating in a letter that the individual's background and experience satisfies the specified training requirement. This equivalent training letter should be placed in both the member's service record and training record. The individual's training readiness will be calculated just as if the member had actually performed the training. NR MOMAU CO/OICs may not sign equivalent training letters for NR MOMAU personnel. Central Drill Site Chief in Charge or Master Training Specialist may sign equivalent training letters for NR MOMAU personnel.

6. Correspondence/Liaison Each active MOMAU/MOMAD and NR MOMAU shall maintain close liaison with each other at all times, especially prior to augmentation.

a. Reserve Coordinator Each active MOMAU/MOMAD CO/OIC shall assign, in writing, a responsible senior person the collateral duty of Reserve Coordinator (RC). The RC will maintain frequent communication with all augmenting reserve units in order to help ensure they meet their training goals. RCs will act as the point of contact for the active MOMAU/MOMAD on all matters pertaining to NR MOMAU augmentation and will make preparations in accordance with enclosures (3) and (4).

b. NR MOMAU Commanding Officer / Officer-in-Charge Each NR MOMAU CO/OIC will maintain frequent communication with the active MOMAU/MOMAD RC on all matters pertaining to the augmentation of their unit and when needed, provide all necessary information to the RC.

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c. Correspondence Each NR MOMAU CO/OIC is required to forward the following reports to COMOMAG (Code N01T), their active MOMAU/MOMAD and CDS.

(1) Recall Bill Report (telephone work/home, fax, email numbers and mailing address). This report can be generated from the reserve center's Manpower Module or equivalent.

(2) Reserve Unit Assignment Document (RUAD) Report This report is obtained from the reserve center's Manpower Module (RHS) Reserve Host Site or equivalent.

(3) Security Clearance Status Report This report may be generated from the Manpower Module (NSIPS) or equivalent. This report is to be sent only during the first quarter of the new fiscal year on all unit personnel and for each time a new member affiliates with the unit.

(4) Unit Employment Schedule Report This report can be obtained from the reserve center's Event Planning System (EPS) or equivalent. The EPS has replaced the Standard Training Event Planning System (STEPS). The NR MOMAU CO/OIC needs to thoroughly plan for the unit's following fiscal year training events (i.e. ATs, IDTTs, Exportable Training, etc.) and forward this information to their respective reserve center CO prior to the month of March. The planning process will assist in the managing of both Reserve Personnel Navy (RPN) and Operations and Maintenance, Naval Reserve (O&MNR) funding for training and peacetime support events.

(5) Unit Readiness Report This measures the unit's mobilization readiness (CROVL, CTRN, CPER, MMED and MADM). This report must be locally created.

(6) Explosive Certification Report A copy is not required to be forwarded to COMOMAG; however, ensure a copy is forwarded to the active MOMAU/MOMAD during the quarter in which AT/IDTT will be performed.

(7) Material Handling Equipment (MHE) Operators Report/Civil Engineering Support Equipment (CESE) A copy is not required to be forwarded to COMOMAG; however, ensure a copy is forwarded to the active MOMAU/MOMAD during the quarter in which AT/IDTT will be performed.

d. All correspondence forwarded to COMOMAG, the active MOMAU and CDS are required to be mailed by the 30th day of the first month of each fiscal quarter (except where otherwise noted). COMOMAG, the active MOMAU and CDS will retain these reports for a period of 12 months during the fiscal year.

7. Preparation for Augmentation Preplanning for augmentation at an active MOMAU/MOMAD site is imperative for mission accomplishment. In order to avoid unnecessary last minute details, communications must take place with the RC well in advance of the augmentation.

a. Guidelines for planning reserve augmentation at active MOMAU sites are provided in enclosures (3) and (4).

b. During MRCI years, some additional preparations may be necessary.

(1) Reserve Manning At the time an MRCI is conducted, the active MOMAU gaining command's Drilling Reservist (DR) billets must be filled at a minimum level of CPER-2 (80 percent). The number of reservists on board during the MRCI should equal 70 percent of their reserve manning allowance. For example, suppose a NR MOMAU has an allowance of 10 (DR) billets; at least 8 (DR) billets must be filled with a minimum of 7 (DR) onboard during the MRCI. Failure to achieve either of these goals will not fail the augmenting NRMOMAU, but shall be commented upon.

(2) Reserve Training The goal for NR MOMAUs is to fully train and ensure that their personnel are ready for mobilization in the event of a recall. The MRCI, conducted every two years, evaluates all areas of a unit that relate to the safe and efficient accomplishment of the Mine Warfare mission. The ultimate goal for each NR MOMAU CO/OIC is to obtain a CROVL-1 unit rating, by managing the unit's training, attrition level, administration and medical for mobilization readiness.

(3) Documents Required During Augmentation and MRCI Each NR MOMAU CO/OIC shall be ready to provide the inspection team up-to-date copies of the following documents:

(a) Security Clearances (OPNAV 5520/20).

(b) Drivers Licenses for Civil Engineering Support Equipment (CESE) and Material Handling Equipment (MHE).

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(c) U.S. Government Motor Vehicle Operators Identification Cards that are annotated with "EXPLOSIVE DRIVER."

(d) Doctor's certificate qualifying members as physically fit for "EXPLOSIVE DRIVERS."

(e) MOMAU Qualification/Certification Records.

(f) Updated Recall Bill Report.

(g) RUAD Report.

8. NR MOMAU CO/OIC Change-of-Command. Within 30 days of accepting command of a NR MOMAU, the new unit CO/OIC will provide COMOMAG (Code N01T) with a copy of their Assumption of Command Letter, a Discrepancy Report, a Naval Reserve Qualification Questionnaire (NRPC 1200/1), and a current photograph with biography.

9. Summary. This instruction provides the minimum requirements and is not all encompassing. Active MOMAU/MOMAD are to develop and document local augmentation procedures and individual requirements may be added as necessary. Ensure all correspondence provided to active MOMAU/MOMAD, other NR MOMAUs and CDS have COMOMAG (Code N01T) as a copy addressee.

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T. W. AUBERRY

Distribution: (COMOMAGINST 5216.1Q)
List I, II and III

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NR MOMAU PRIMARY DRILL SITES

<u>Gaining Command</u> (AT)	<u>Naval Reserve Unit</u>	<u>Drill Site</u> (IDTT)
MOMAU One: (Seal Beach, CA)	None Assigned	N/A
MOMAU Five: (Sigonella, IT)	NR MOMAU 5 DET 1 Kearny, NJ	CDS Fort Worth
MOMAU Eight: (Guam)	NR MOMAU 8 DET 1 Ft Worth, TX NR MOMAU 8 DET 2 El Paso, TX	CDS Fort Worth CDS Fort Worth
MOMAU Ten: (Okinawa, JA)	NR MOMAU 10 DET 1 Long Beach, CA NR MOMAU 10 DET 2 Greenville, SC	MOMAU One CDS Fort Worth
MOMAU Eleven: (Charleston, SC)	NR MOMAU 11 DET 1 Charleston, SC	MOMAU Eleven
MOMAD Twelve: (Misawa, JA)	NR MOMAU 12 DET 1 Pittsburgh, PA NR MOMAU 12 DET 2 Austin, TX	CDS Fort Worth CDS Fort Worth
MOMAU Fifteen: (Kingsville, TX)	None Assigned	N/A

Encl (2)

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ACTIVE MOMAU/MOMAD AUGMENTATION CHECK LIST

1. The active MOMAUs Reserve Coordinator shall ensure the following information/documents are provided to the augmenting NR MOMAUs.

9 Months Prior to Arrival

_____ Send Unit/Det mine upgrade procedures (i.e., mine upgrade flow diagrams, include assembly stations, number of personnel required for station, explosive driver requirements, and time for assembly).

4 Months Prior to Arrival

_____ Provide preferred and alternate augmentation dates.

3 Months Prior to Arrival

_____ Respond to request for messing, berthing and transportation.

_____ Notify units(s) of uniform requirements.

30 Days Prior to Arrival

_____ Provide arrival/check-in schedule of events.

_____ Provide monetary rate of exchange information.

_____ Provide status of messing arrangements.

_____ Provide status of berthing arrangements.

_____ Provide transportation arrangement information.

_____ Provide medical/dental check-in requirement information.

_____ Inform local PSD/Medical/Disbursing of the arrival of NR MOMAU reservists.

_____ Provide new information/changes as needed.

Encl (3)
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NR MOMAU AUGMENTATION CHECK LIST

1. To assure an orderly and successful mobilization, the NR MOMAU CO/OIC is requested to ensure the following

information/documents are provided to the active MOMAUs Reserve Coordinator.

2. Timely submission of this information is emphasized.

4 Months Prior to Arrival

- _____ Provide list of recommended billet assignments to mine assembly stations.
- _____ Request messing, berthing and transportation arrangements.
- _____ Send certified copy of Security Clearances or ensure local reserve center security manager is forwarding.

3 Months Prior to Arrival

- _____ Send Explosive Certification Report on qualified members.
- _____ Send Material Handling Equipment Report (i.e., forklift) on qualified operators.
- _____ Send list of personnel who have current explosive driver physicals.

30 Days Prior to Arrival

- _____ Provide travel itinerary.
- _____ Provide any other new information/changes as needed.

Encl (4)